



US ARMY FINANCIAL MANAGEMENT COMMAND



GFEBS Vendor Master Data update for Commercial Vendor Services (CVS)

Updated 07/15/2015

United States Army Financial Management Command
(USAFMCOM)

Operational Support Team

Action, Conditions and Standard

#ACTION: log into the General Fund Enterprise Business System (GFEBS) and effectively input or update Vendor Master Data

#CONDITIONS: given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation

#STANDARD: access the appropriate module of GFEBS to input or update the necessary Vendor Master Date while adhering to system procedures and maintaining Separation of Duties (SOD)

References

- ❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 (*Contract Payment Policy and Procedures*)
<http://www.dod.mil/comptroller/fmr>
- ❖ Department of Defense Guide for Miscellaneous Payments
http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html
- ❖ DFAS-IN Manual 37-100-FY, The Army Management Structure
<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>
- ❖ Defense Federal Acquisition Regulation (DFAR)
<http://www.Acq.osd.mil/dp/dfars.html>
- ❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)
<http://www.Acq.osd.mil/dp/dfars.html>
- ❖ DFAS-IN 37-1 Regulation
<http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>

References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

- L101E GFEBS Overview
- L201E Integrated Process Overview
- L210E Financials Process Overview
- L250E Acquisition process Overview
- L251E Accounts Payable Process overview
- L303E GFEBS Navigation and Reports
- L410E Introduction to Financials
- L413E Financial Reporting
- L416 Cash balancing
- L451E Material and Vendor Master Data Maintenance
- L454 Goods Receipt Processing
- L455 Invoice Processing
- L457E Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal

[https://
www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC](https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC)

Agenda

▶ **Introduction**

▶ **Vendor Master Data input and update**

- ▶ Vendor Master Data Role based capabilities
- ▶ XK03 - Vendor Display
- ▶ XK02 - Change Vendor from USD to Foreign Currency (FC)
- ▶ XK01 - Create a Vendor
- ▶ XK05 - Blocking and Unblocking a Vendor from payment
- ▶ XK06 - Flagging a Vendor for Deletion
- ▶ Check on Learning

▶ **GFEBS Useful Links**

▶ **Questions?**



Vendor Master Data Input and Update

Vendor Master Data input and update

Use this procedure to create a vendor master record for an employee/individual that is not currently in GFEBS. If an individual or business is not maintained within AESIP*, then Vendor Master Data must be created manually.

Although the Vendor data should originate from the SAM (System for Award Management) website (previously known as “CCR”), the CVS Team may be required to Create, Update and even Block individual Vendors in order to execute payment

blocks, prompt payments and accurate Master Data Records.

*AESIP (Army Enterprise Systems Integration program) enables integration by linking business processes and data across existing IT systems. This integration optimizes business processes and supports Enterprise-level information requirements. AESIP has successfully delivered a Web-based solution for the creation and management of customer and vendor master data and implemented an optimized messaging and hub services capability.

Vendor Master Role-based capabilities



The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- ~~Chief of CVS (FMSU)~~
- ~~Senior CVS Analyst (FMSU)~~
- ~~Senior CVS Analyst (FMSSD)~~
- ~~CVS Analyst (FMSSD)~~
- ~~CVS Technician (FMSSD)~~
- **CVS Clerk (FMSSD)**

Note: Although only the CVS Clerk has the ability to Create and Update Vendor Master Data, the Vendor Master Data record may be “viewed” by all CVS personnel.

XK03- Vendor Display

SAP Easy Access - User Menu

Menu Log off System

Display Vendor: Initial Screen

Menu Back Exit Cancel System **Select All**

Vendor

Company Code

Purch. Organization

General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions
- ☒ Contact Persons

Company code data

- ☒ Accounting info
- ☒ Payment transactions
- ☒ Correspondence
- ☒ Withholding tax

1 Enter Vendor Search Criteria (may also be found by name, tax information, etc.). For this example, the CAGE Code will be utilized.

2 Company Code and Purchasing Organization will always be "ARMY"

3 Click "Select All". This will place check marks on all displayable vendor data categories (see left of the screen)*

4 Press "Enter"

Note: the use of the CAGE code as the "Vendor Code" is common practice in GFEBs.

***Note:** Step "3" may be skipped if the user wishes to only display specific vendor data. Checkmarks can be placed next to those items manually prior to step "4"

***Physical copy of PO**

17a. CONTRACTOR/ OFFEROR	CODE	SW716	FACILITY CODE
INDUSTRIAL CONSTRUCTION & TRADING CO			
Beirut Street			
Hawally		KU 32057	
TELEPHONE NO.			

XK03- Vendor Display (Cont'd)



Display Vendor: Address

Menu ◀ Back Exit Cancel System ▶ | Display -> change Previous screen **Next screen**

Display Vendor: Control

Menu ◀ Back Exit Cancel System ▶ | Display -> change Previous screen **Next screen**

Display Vendor: Payment transactions

Menu ◀ Back Exit Cancel System ▶ | Display -> change Previous screen **Next screen**

Display Vendor: Accounting information Accounting

Menu ◀ Back Exit Cancel System ▶ | Display -> change Previous screen **Next screen**

Vendor: SW716 INDUSTRIAL CONSTRUCTION & TRADING C HAWAII

Company Code: ARMY UNITED STATES ARMY

Note: most data available in the Vendor Master Data may be “Changed” and “Saved” while in the Vendor Display screens. Click **Display -> change** , make the applicable changes, then Click **Save**

These actions can be done in lieu of a XK02 (Change Vendor Data) T-Code given the user has the “Role” to create and edit Vendor Master Data.

Personnel number 0

XK03- Vendor Display (Cont'd)

The screenshot displays a series of overlapping menu screens for the XK03 Vendor Display function. The screens are titled as follows:

- Display Vendor: Payment transactions Accounting**
- Display Vendor: Correspondence Accounting**
- Display Vendor: Withholding tax Accounting**
- Display Vendor: Purchasing data**
- Display Vendor: Partner functions**

Each menu screen features a navigation bar with the following buttons: Menu, Back, Exit, Cancel, System, Display -> change, Previous screen, and Next screen. The 'Next screen' button on each screen is highlighted with a red rectangle. A green arrow points from the 'Next screen' button of the top screen to a yellow callout box that reads: "Click 'Next Screen'".

Below the 'Display Vendor: Partner functions' screen, a dialog box titled "Last data screen reached" is open. It contains the text: "Do you want to exit the display for this vendor?". Below this text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangle, and a green arrow points from it to a yellow callout box that reads: "Click 'No' to continue or 'Yes' if you are done viewing the vendor data)".

On the left side of the screen, a vertical list of vendor names is visible, including: Vendor, Company, Dunni, Dunn.P, Dunn.re, Last du, P, A, In, B, P, Actg, Acct w, Clerk at, T, Act.clk, P, Clerk's, Clrk's in, and Accour.



Changing a Vendor Master Data record from USD to Foreign Currency (FC)

XK02- Change a Vendor

SAP Easy Access - User Menu
Menu Log off System

Change Vendor: Initial Screen
Menu Back Exit Cancel System

Vendor INFORMATION & TRADING
Company Code UNITED STATES ARMY
Purch. Organization US Army Purchasing

General data
☒ Address
☒ Control
☒ Payment transactions
☒ Contact Persons

Company code data
☒ Accounting info
☒ Payment transactions
☒ Correspondence
☒ Withholding tax

Purchasing organization data
☒ Purchasing data
☒ Partner functions

1 Enter Vendor Search Criteria (may also be found by name, tax information, etc.). For this example, the CAGE Code will be utilized.
Note: the use of the CAGE code as the "Vendor Code" is common practice in GFEBS.

2 Company Code and Purchasing Organization will always be "ARMY"

3 Click "Select All". This will place check marks on all displayable vendor data categories

4 Press "Enter"

Note: To make payments or process contracts in Foreign currency the order currency must be changed on the Vendor Master Data record.

XK02- Change a Vendor (Cont'd)



Change Vendor: Address

Menu ▾ Save Back Exit Cancel System ▾ Previous screen **Next screen**

Vendor SW716008

Preview

Name

Title ▾

Name INDUSTRIAL CONSTRUCTION & TRADING

Change Vendor: Purchasing data

Menu ▾ Save Back Exit Cancel System ▾ Previous screen **Next screen**

Search Terms

Search term 1/2 Vendor SW716008 INDUSTRIAL CONSTRUCTION & TRADING HAWALLY

Purchasing Org. ARMY US Army Purchasing

Street Address

House no./street

City/State/ZIP Code

Country

Time zone

Conditions

Order currency ☐ nited States Dollar

Terms of paymnt

Incoterms

Minimum order value

Schema Group, Vendor ☐ Standard schema vendor

Pricing Date Control ☐ No Control

Order optim.rest.

5

Click "Next Screen" until the Purchasing Data screen is displayed as shown below

XK02- Change a Vendor (Cont'd)



Enter the three digit currency code if known or click the Dropdown to see the listing of available currency

Click "Save" to change the vendors order currency. This must be done before the Purchase Order is input into GFEBS

Purchasing data

Save

7

INDUSTRIAL CONSTRUCTION & TR

Army Purchasing

6

Conditions

Order currency

AFN

Afghani

Terms of paymnt

Z030

Incoterms

Minimum order value

Schema Group, Vendor



Standard schema vendor

Pricing Date Control



No Control

Order optim.rest.



Purchase order currency (1)

Restrictions

Crcy	Long Text
ADE	Andoran peseta
AED	United Arab Emirates Dirham
AFA	Afghani (Old)
AFN	Afghani
ALL	Albanian Lek
AMD	Armenian Dram
ANG	West Indian Guilder
AOA	Angolanische Kwanza
AON	Angolan New Kwanza (Old)
AOR	Angolan Kwanza Reajustado (Old)
ARS	Argentine Peso
ATS	Austrian Schilling
AUD	Australian Dollar
AWG	Aruban Guilder
AZM	Azerbaijan Manat (Old)
AZN	Azerbaijan Manat (New)
BAM	Bosnia and Herzegovina Convertible Mark
BBD	Barbados Dollar



Changes have been made

The change message will appear at the bottom of the initial screen.



Creating a Vendor Master Data record

XK01- Create Vendor (Foreign)



SAP Easy Access - User Menu

Menu Log off System

Enter

4

Click "Enter" to start the Vendor Creation

Create Vendor:

Enter the Vendor CAGE to be processed

1

Vendor

1A2B4

Company Code

ARMY

UNITED STATES ARMY

PurchasingOrganization

ARMY

US Army Purchasing

Account group

Z004

Reference

Vendor

Company code

PurchasingOrga

Enter the appropriate "Vendor Account "Group if known or select the appropriate code

Note: the most commonly utilized codes are "Z001" and

Select the most appropriate Account Group

3

Vendor account group		
Restricti		
Group		
KRED	XX	(number assignmnt)
LIEF	XX	(number assignmnt)
MNFR	XX	Manufacturer (ext.no.assignmnt)
REIS	XX	Commercial traveller
VEN1	XX	Vendor (ext.number assignmnt)
VEN2	XX	Vendor (int.number assignmnt)
VEN3	XX	DKI Vendors (Ext.No. Assignmnt)
VEN4	XX	DKI Vendors (Ext.No. Assignmnt)
VENA	XX	DKI Vendors (Alph.No.Assignmnt)
VERT	XX	Representative
Z001	XX	Non-Federal / Commercial
Z002	XX	Government (non-DOD)
Z003	XX	Federal DOD (DODAACs)
Z004	XX	Foreign
Z005	XX	Employees & Individuals
Z006	XX	Remit to addresses
Z007	XX	Internal Vendors
Z008	XX	FCM RIC SOS (Supply Req)
Z009	XX	Local Vendors for DPW
Z010	XX	Foreign Local

XK01- Create Vendor (Foreign)

(Cont'd)

"Address" Screen

Save		Back		Exit		Cancel		System		Previous screen		Next screen		Click "Next Screen"	
Name														Title will be "Company" unless it is an individual	
Title														Company	
Name														Name of Company	
USAFMCOM Vendor 1															
Search Terms														Search terms (able to search for this vendor by these terms). (Vendor CAGE code is recommended)	
Search term 1/2														1A2B4 Vendor	
Street Address														Enter Company address information. Ensure the Country information is correct.	
House no./street														123 Mohamet Street	
City/State/ZIP Code														Kabul 15 12345	
Country														AF	
Time zone														Tax Jurisdictn	

XK01- Create Vendor (Foreign)

(Cont'd)

"Control" Screen

Save Back Exit Cancel System Previous screen **Next screen** 9 Click "Next Screen"

Account control			
Customer	<input type="text"/>	Authorization	<input type="text"/>
Trading Partner	<input type="text"/>	Corporate Group	<input type="text"/>

Tax information			
Tax Number 1	<input type="text"/>	Tax number type	<input type="text"/>
Tax Number 2	<input type="text"/>	Tax type	<input type="text"/>
Tax Number 3	<input type="text"/>		
		Tax base	<input type="text"/>
Fiscal address	<input type="text"/>	Soc. Ins. Code	<input type="text"/>
Tax Jur.	<input type="text"/>	VAT Reg. No.	<input type="text"/>
Rep's Name	<input type="text"/>	Type of Business	<input type="text"/>
Tax office	<input type="text"/>	Type of Industry	<input type="text"/>
Tax Number	<input type="text"/>		
Tax Number 5	<input type="text"/>		

☐ Equalization tax

TIN (Taxpayer Identification Number) and Tax information is required for U.S. Vendors. If it is an individual, instead of company, the Social Security Number will be entered in these fields.

XK01- Create Vendor (Foreign)

(Cont'd)

"Payment Transactions" Screen (Bank Data)

The screenshot shows the 'Bank Data' screen with the following fields and callouts:

- 10**: Enter the appropriate "Country Code" for the Bank Location. (Points to the Ctry field)
- 11**: Select the appropriate "Bank Key" (SWIFT Code or ABA). (Points to the Bank Key field)
- 13**: Enter the correct bank account number. (Points to the Bank Account field)
- 14**: Enter the name of the bank Account "Beneficiary". Must be based on the name the bank account is under (cannot be misspelled). (Points to the Acct holder field)
- 15**: If provided, enter the type of account: 01- Checking, 02- Savings. (Points to the AK field)
- 12**: Enter the desired search string with wildcards "*" if needed to locate the Bank in the system (must be pre-loaded). Once found, double click the two digit code to populate the "Bank Key" field. (Points to the search bar and the list of banks)

Bank Details

Ctry	Bank Key	Bank Account	Acct holder	AK
AF	AFOBAFLA	12345	Mukhar Al Saleem	01

Bank country key (1)

Restrictions

Search: []

Ctr	Name
AD	Andorra
AE	Utd. Arab Emir.
AF	Afghanistan
AG	Antigua/Barbuda
AI	Anguilla

XK01- Create Vendor (Foreign)

(Cont'd)

"Accounting Information" Screen

Save Back Exit Cancel System Previous screen **Next screen** 17 Click "Next Screen"

Accounting information

Recon. account **2110.0100** Sort key

Head office

Authorization

Minority indic.

Cash mgmnt group

Release group

Certificatn date

Interest calculation

Interest indic.

Interest freq.

Last key date

Last interest run

Reference data

Prev.acct no.

Personnel number

16

Reconciliation acct (1)

Restrictions

G/L Acct	Long Text
1120.0100	Imprest Funds
1410.0100	Advances & Prepayments
2110.0100	Accounts Payable
2960.0100	Accounts Payable From Canceled Appropriations

General ledger account to which transactions in the subsidiary ledgers (such as in the customer, vendor, or assets areas) are automatically updated. "2110.0100" is the most commonly utilized for CVS vendors

XK01- Create Vendor (Foreign)

(Cont'd)

"Payment Transactions Accounting" Screen

Save Back Exit Cancel System Previous screen **Next screen** 22 Click "Next Screen"

Payment data

Pay Terms 2030 18 Enter the payment terms applicable to this vendor

Cr memo terms ☐

Chk double inv. ☒ 21 Place a checkmark here to ensure all invoices are checked for duplicates during entry

Automatic payment transactions

Payment methods T 19 Select the appropriate "Payment Method". (GFEBS does not support Cash payments). EFT is the preferred method of payment in theater and GFEBS.

Alternat.payee ☐

Individual pmnt ☐

B/exch.limit

Terms of Payment (1)

Own explanation
0001 Payable immediately Due net
Z001 Net due Immediate
Z007 Net 7 Days
Z014 Net 14 Days
Z015 Net 15 Days
Z020 Net 20 Days
Z030 Net 30 Days
Z999 Incomplete Discount Terms - Please validate
ZC... Credit Memo Term - Block for offset
ZFP1 Fast Pay - Net 7 Days
ZFP2 Fast Pay - Net 10 Days
ZFP3 Fast Pay - Net 14 Days

Payment Methods

Outgoing pmnts		Incoming pmnts	
L...	P... Name	L...	P... Name
<input type="checkbox"/>	1 SF1080 Payments File	<input type="checkbox"/>	0 SF1080 Collections File
<input type="checkbox"/>	C Check	<input type="checkbox"/>	A DA1857 Hard Copy
<input type="checkbox"/>	D Bank transfer (ACH CCD)	<input type="checkbox"/>	I US Fed IPAC Collections File
<input type="checkbox"/>	L LDA Voucher Payments		
<input type="checkbox"/>	O US Fed IPAC Payments File		
<input type="checkbox"/>	P Bank transfer (ACH PPD)		
<input checked="" type="checkbox"/>	T Bank transfer (ACH CTX)		
<input type="checkbox"/>	X No Outbound Billing		
<input type="checkbox"/>	Z EA Required		

Click after selection is made

20

Note: The Deployable Disbursing System (DDS) utilizes "CTX (Corporate Trade

XK01- Create Vendor (Foreign)

(Cont'd)

“Dunning Accounting, Withholding Tax Accounting, Purchasing Data” Screens

Save Back Exit Cancel System Previous screen **Next screen** 2 4

Click “Next Screen” in between each screen pictured below

If the contract states to pay in foreign currency enter the three digit code on the Conditions tab.
Afghanistan = AFN
Kuwait = KWD

Enter the Currency the vendor is likely to be paid with.
(Examples are USD, AFN, and KWD.)

23

Purchase order currency (1)

Restrictions

Crcy	Long Text
USD	United States Dollar
USDN	(Internal) United States Dollar (5 Dec.)
UYU	Uruguayan Peso (new)
UZS	Uzbekistan Som
VEB	Venezuelan Bolivar (Old)
VEF	Venezuelan bolívar fuerte(New)

XK01- Create Vendor (Foreign)

(Cont'd)

"Partner Functions" Screen and saving the Vendor data

Save

25

The "Partner Functions" is the last data field. Click "Save" to record the vendor entry.

ative data

US Federal Government

Partner Functions					
P...	Name	Number	Name	DP	
VN	Vendor	1A2B4	USAFMCOM Vendor 1	<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

No Input
necessary

☒ Vendor 1A2B4 has been created for company code ARMY purchasing organization ARMY

26

The Vendor is now added to the GFEBS database and is ready to be utilized.

Note: Vendor Master Data may be changed as needed. T-Code "**XK02**" will allow an authorized user to make adjustments to the record when applicable and when needed.



Blocking and Unblocking a Vendor from Payment

XK05- Blocking/Unblocking a Vendor



SAP Easy Access - User Menu

Menu Log off System

Enter 5 Press Enter

Block/Unblock Vendor: Initial Screen

Menu Back Exit Cancel System

Vendor USAFMCOM Vendor 1

Company Code UNITED STATES ARMY

Purch. Organization

1 Enter Vendor Code if known, if not, enter search criteria to locate the Vendor (utilize wildcards "**")

2 Enter the desired search string with wildcards "*" if needed to locate the Vendor in the system

4 "Company Code" and "Purch. Org." will always be "ARMY"

Vendors (General)

Search term

Postal Code

City

Name

Vendor

Maximum No. of Hits

3

Search...	PostalC...	...	Name 1	V...
1A2B4	12345	KABUL	USAFMCOM VENDOR 1	1A2B4

XK05- Blocking/Unblocking a Vendor (Cont'd)

Block/Unblock Vendor: Details

Menu **Save** **Block** **Display account details**

Vendor: 1A2B4 USAFMCOM Vendor

Company Code: ARMY UNITED STATES ARMY

Purchasing Org.

Posting Block

☐ All company codes

☒ Selected co. code

Purchasing block

☒ All purchasing organizations

☒ Selected purchasing organization

Block for quality reasons

Block function: 99

☒ Changes have been made

Function That Will Be Blocked (1)

Restrictions

BF	Short text
01	Block purchase order
02	Block quot. request and purchase order
03	Block quot. req., order, goods receipt
04	Block source determination
99	Total block

Note: A Blocked Vendor may be unblocked by removing the "Posting", "Purchasing" and "Block for Quality Reasons" entries and saving the

4

Click "Save" to ensure vendor is Blocked

Checking "All Company Codes" will prevent users from posting items to this account and issues an error message to inform them that the

1

Checking both options will prevent users from posting purchasing items to this account and issues an error message to inform them that the account is blocked

2

3

Select Vendor Block reason



Flagging a Vendor for Deletion

XK06- Flagging a Vendor for Deletion



SAP Easy Access - User Menu

Menu Log off System

Flag for Deletion Vendor: Initial Screen

Menu Back Exit Cancel System

Vendor USAFMCOM Vendor 1

Company Code UNITED STATES ARMY

Purch. Organization US Army Purcha

Deletion flags

- ☒ All areas
- ☒ Selected company code
- ☒ Selected

Deletion blocks

- ☒ General data
- ☒ Selected company code incl. general data

☒ Changes have been made

1 Enter Vendor Code if known, if not, enter search criteria to locate the Vendor (utilize wildcards "**")

2 Company Code and "Purch. Organization" are always "ARMY"

3 Press Enter

4 Check all blocks to ensure the Vendor Record is completely removed during the run of the archiving program

5 Click "Save"

GFEBS useful Links



GFEBS Home Page

<http://www.gfebs.army.mil/>

Army Knowledge Online (AKO)

<https://www.us.army.mil>

milWIKI

<https://www.milsuite.mil/wiki/Portal:GFEBS>

Department of Defense Financial Management Regulation (DoDFMR)

<http://www.dod.mil/comptroller/fmr>

DFAS-IN 37-100

<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

System For Award Management (SAM)

<https://www.sam.gov/portal/public/SAM/>

USAFMCOM OST Training materials

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>



QUESTIONS

GENERAL FUND ENTERPRISE BUSINESS SYSTEM